

**ARIZONA DEPARTMENT OF PUBLIC SAFETY
STUDENT TRANSPORTATION , Mail Drop 1250
P. O. Box 6638, Phoenix, AZ 85005
602-223-2646 // FAX: 602-223-2923**

NEW SCHOOL BUS DRIVER CERTIFICATION CHECKLIST

Dear Employer:

The following are **ALL required** in order to obtain certification as a school bus driver in the state of Arizona:

1. **Completed** application for School Bus Driver's Certificate **
2. School Bus Driver Cover Sheet (Please use **only** our Cover Sheet) **
3. Fingerprint card (Ensure all personal information has been completed) **
4. \$24 fingerprint card processing fee ** (check on school's revolving account, cashier's check, or money order only)
5. Physical examination (completed long form required as proof)
6. Drug screens – 5 and 9 panel (5 panel must be completed first)
(laboratory **results** must be included as proof)
7. Proof of 20 hours of behind-the-wheel training and road test form
8. Proof of first aid and CPR training (Driver Training Report–**OR** – Copy of front and back of cards)
9. Driver Training Report showing 14 hours of new driver classroom training
10. Proof of completion of Physical Performance Test
11. Appropriate class CDL (Commercial Driver's License) with Passenger and School Bus Endorsements

** (School districts/employers may submit items 1, 2, 3 & 4 – the application, cover sheet, fingerprint card and fee – prior to forwarding the remainder of the required documents.)

*** (Please use only the most current forms – found on our website at www.azdps.gov/studenttransportation.)